

TM-3 TRAVELER COURSE

USING NASA'S TRAVEL MANAGER SYSTEM

REVIEW AMENDED VOUCHER

This document covers the steps for the Traveler to review an Amended Voucher.

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A. REVIEW AMENDED VOUCHER

1. Click the **Open Existing Document** link on the Document Processing Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page will be displayed.

Traveler Listing (Open Document)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name: Search

Document Type:

Traveler List Click on an entry to select it

Search Results:

Type	Document Name	Dep Date	Status	In Use
Authorization	24-AA051302AT	05/13/02	DATA LINK	
Authorization	24-AA040702AT	04/07/02	DATA LINK	
Authorization	24-AA021102AT	02/11/02	DATA LINK	
Authorization	24-AA011002AT	01/10/02	CREATED	*
Voucher	24-AA021102AT	02/11/02	DATA LINK	
Voucher	24-AA021102AT-1	02/11/02	SIGNED	

2. Select the document created above from the **Document Search (Open Document)** area on the right. The **Open Document Version** page will be displayed.

Open Document Version for 24-AA021102AT-1

Alert
Adjustments have been made to this document.
Note that only the current version, marked by **, may be further adjusted or routed.

For this Document you can:

Document Version List Click on an entry to select it

Document Type	Level	Date	Time	Adjustor
AMENDMENT **	2	08/07/02	10:41AM	ANDY TRAVELER
ORIGINAL	1	08/07/02	10:41AM	Andy Traveler

3. Click the **Document** icon  for the **Amendment ****. The **Open Document Signature** page will be displayed.



4. Click the **Get** **Document as View Only** button in the 'For this Document you can:' area in the top right. (No signature is required).
5. The **Document Summary for Adjustment to Voucher (View Only)** page will be displayed.

Edit	Delete	Date	Expense	Amount
		02/11/2002	PARKING	15.00
		02/11/2002	PERSONAL CALLS-DOMESTIC	5.00
		02/13/2002	RENTAL CAR	88.50
				Total: 108.50

Label	Amount
24-AA2-09200000	834.50
Total:	834.50

Disbursement Type	Amount
Amount Claimed	834.50
Non-Reimbursable Expenses	0.00
Advance Applied	0.00

6. Click the **Document Status** link, on the Document Processing Toolbar on the left side of the page, to view the **Authorization Status** page for the routing list. The document has been routed to the first person in the routing list.


powered by  

Setup Reports Logout Help **Document Preparation**

User:
Andy Traveler
Traveler:
ANDY TRAVELER
Voucher:
24-AA021102AT-1

- Document Summary
- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status**

Status for 24-AA021102AT-1 (View Only)

 **Quick Tip**
The Signature PIN is case sensitive!

For this Document you can:
Adjustments Go To Adjustments
Back Continue

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Org Approver	MGT REVIEWED	10
Travel OfficeDesk	AUDIT	20
Travel OfficeFin1	DISBURSE	30

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
08/07/02 10:41AM EST	CREATED	Andy Traveler	
08/07/02 10:58AM EST	SIGNED	Andy Traveler	

- Click the **Close Document** link, on the Document Processing Toolbar on the left side of the page, to close the document.

NOTE

All Lodging receipt(s), Registration receipt(s) and any one (1) expense over \$75.00 claimed, including any backup documentation, must be sent to the travel office for retention and audit purposes.

When the document has been reviewed/approved by the Travel Office and interfaced with the financial system, an e-mail message will be sent to the Traveler indicating that funds will be available within 5 days if paid by Electronic Funds Transfer (EFT).

Preparer will print page 1 of Traveler's Voucher, mark out SSN, attach applicable receipts and back-up documentation, and forward to Travel Office.